visual arts program

national endowment for the arts guidelines

fiscal year 1977

The National Endowment for the Arts is an independent agency of the Federal Government created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the 26 Presidentially-appointed members of the National Council on the Arts.

The Visual Arts Program is one of twelve major Program areas. Information about the Endowment and its other Programs is contained in the Endowment's *Guide to Programs* which is available from the Program Information Office, National Endowment for the Arts, Washington, D.C. 20506. Visual Arts applicants may be especially interested in the Expansion Arts, Education, Museum, Special Projects and Public Media Programs.

Notification
In compliance with the Privacy Act of 1974, we wish to furnish you with the following information:

Section (5) of the National Foundation on the Arts and the Humanities Act of 1965, as amended (20 U.S.C. 954) authorizes the Endowment to solicit the requested information. This information is needed to process your grant application and for statistical research and analysis of trends. The routine uses for which this information can be used and the purposes of such use are general administration of grant review process, statistical research, congressional oversight and analysis of trends.

Failure to provide the requested information could result in rejection of your application due to lack of sufficient facts for determining either your eligibility for a grant or the amount which should be awarded.

February 1976.

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Visual Arts Program

Introduction

These guidelines are provided to assist individuals and organizations applying to the Visual Arts Program and to provide the information needed by advisory panels to assist them in making their recommendations to the National Council on the Arts and its Chairman.

Applicants should follow these guidelines closely and should note that panels will not consider incomplete applications.

The Visual Arts Program provides assistance:

- through fellowships to painters, sculptors, photographers, craftsmen, video artists, printmakers and critics;
- for the commissioning and purchase of works of art in public places;
- to workshops and alternative exhibition spaces;
- for organizing photography or crafts exhibitions in museums and other institutions, and publishing accompanying catalogues;
- for photography surveys and publications;
- for services to the field;
- for short term residencies by artists, critics, photographers and craftsmen in educational and cultural institutions, and other appropriate situations;
- to craftsmen for the hiring of apprentices;
- to performing arts groups for the design of posters, sets, and costumes by artists.

Inquiries concerning visual arts projects which do not fall within the guidelines should be directed either by letter or telephone (202-634-1566) to the Visual Arts Program, National Endowment for the Arts, Washington, D.C. 20506.

Resolution on Accessibility to the Arts for the Handicapped

One of the main goals of the National Endowment for the Arts is to assist in making the arts available to all Americans. The arts are a right, not a privilege. They are central to what our society is and what it can be. The National Council on the Arts believes very strongly that no citizen should be deprived of the beauty and the insights into the human experience that only the arts can impart.

The National Council on the Arts believes that cultural institutions and individual artists could make a significant contribution to the lives of citizens who are physically handicapped. It therefore urges the National Endowment for the Arts to take a leadership role in advocating special provision for the handicapped in cultural facilities and programs.

The Council notes that the Congress of the United States passed in 1968 (P.L. 90-480) legislation that would require all public buildings constructed, leased or financed in whole or in part by the Federal Government to be accessible to handicapped persons. The Council strongly endorses the intent of this legislation and urges private interests and government at the state and local levels to take the intent of this legislation into account when building or renovating cultural facilities.

The Council further requests that the National Endowment for the Arts and all of the program areas within the Endowment be mindful of the intent and purposes of this legislation as they formulate their own guidelines and as they review proposals from the field. The Council urges the Endowment to give consideration to all the ways in which the agency can further promote and implement the goal of making cultural facilities and activities accessible to Americans who are physically handicapped.

Application Deadline and Grant Calendar

Grant Category	Deadlines	Announcement of Rejection or Grant Award	Do Not Plan to Start Before this Date
Crafts Exhibition Aid	October 1, 1976	April 1977	June 1977
Crafts Workshops	October 1, 1976	April 1977	June 1977
Craftsmen's Apprenticeships	October 1, 1976	June 1977	July 1977
Art Critics' Fellowships	May 10, 1976	December 1976	February 1977
Artists' Fellowships	October 15, 1976	August 1977	September 1977
Craftsmen's Fellowships	December 20, 1976	July 1977	August 1977
Photographers' Fellowships	May 10, 1976	December 1976	February 1977
Printmakers' Fellowships	July 1, 1976	March 1977	May 1977
Photography Exhibition Aid	January 15, 1977	June 1977	July 1977
Photography Publications	January 15, 1977	June 1977	July 1977
Photography Surveys	January 15, 1977	June 1977	July 1977
Works of Art in Public Places, Category I and Category II	September 1, 1976	April 1977	June 1977
Workshops/Alternative Spaces	October 1, 1976	April 1977	June 1977
Services to the Field	December 1, 1976	June 1977	July 1977
Visual Arts in the Performing Arts	January 1, 1977	June 1977	July 1977
Artists Critics, Photographers and Craftsmen in Residence.	Applications are accepted and reviewed throughout the year.		

Categories of Assistance for

Painting*

Sculpture*

Printmaking

*Includes artists working in the areas of video, performance and conceptual art.

Artists' Fellowships

To enable artists to set aside time and/or purchase materials and generally to advance their careers as they see fit.

Eligibility

Painters, sculptors, conceptual artists, performance and video artists working within a visual arts context, of exceptional talent, of any age or aesthetic persuasion. (Students are not eligible.)

Fellowship Amounts:

$10,000
$ 5,000
$ 2,000

Artists may request one of the three fellowship amounts, or they may leave this matter to the discretion of the advisory panel. (Artists may receive a fellowship in an amount different from the one requested.) Generally the amount of the fellowship is associated with the stage of the artist's career.

Deadline and Announcement Date

Applications for Fiscal Year 1977 must be postmarked no later than October 15, 1976. Notices of approval or rejection will not be sent before August 1977. Your work under this grant should not have a beginning date before September 1977 and generally should be carried out during the succeeding twelve months.

How to Apply

Please review the instructions given on page 35 and complete the forms entitled *Individual Fellowship Grant Application NEA-2 (Rev.)*. In addition please complete the white card and return it with your application.

Not more than *seven slides* of your work should be submitted. Please read page 35 for detailed instructions concerning slide submission. Recent work should be emphasized. When surface is an important concern, a close-up view should accompany a slide of the complete work. Applicants may supplement their application if they wish with not more than two *catalogues* of recent exhibitions and/or not more than three *reviews* of recent work.

Slides and other documentation will not be returned.

Conceptual and performance work should be appropriately documented. Video artists should send at least one videotape of their work (only half-inch and three-quarter inch tapes will be reviewed). Video tapes will be returned. (While every effort will be made to insure safe handling of video tapes, the Endowment will not be responsible for any loss or damage.)

Applications which are not accompanied by slides or *appropriate documentation* are considered incomplete and will not be reviewed.

While fellowships are not made for specific projects, but to buy time and/or materials, you may indicate to the panel specific plans or projects on a single (8½ × 11") sheet attached to your application.

Printmakers' Fellowships

To enable printmakers to set aside time and/or purchase materials and, generally to advance their careers as they see fit.

Eligibility

Printmakers of exceptional talent of any age or aesthetic persuasion. (Students are not eligible.)

Fellowship Amount

$5,000.

Deadline and Announcement Date

Applications for Fiscal Year 1977 must be postmarked no later than July 1, 1976. Notices of approval or rejection will not be sent before March 1977. Your work under this grant should not have a beginning date before May 1977 and generally should be carried out during the succeeding twelve months.

How to Apply

Please review the instructions given on page 35 and complete the forms entitled *Individual Fellowship Grant Application NEA-2 (Rev.)*. In addition, please complete the white card and return it with your application.

Not more than *seven slides* of your work should be submitted. Please read page 35 for detailed instructions concerning slide submission. Applicants may supplement their applications, if they wish, with not more than two *catalogs* of recent exhibitions and/or not more than three *reviews* of recent work.

Slides and other documentation will not be returned.

While grants are not made for specific projects but to buy time and/or materials, you may indicate to the panel specific plans or projects on a single (8½" x 11") sheet attached to your application.

Workshops/Alternative Spaces

The aim of this program is to support workshops and alternative spaces. The program is designed to encourage artists to devise modes of working together and to test new ideas.

Eligibility

For the purposes of this program, a "workshop" is defined as *a place with facilities* where a group of artists who share common aesthetic and technical interests come together for the purpose of making works of art in a situation in which they derive stimulation from each other's presence and ideas.

An "alternative space" is a place, often initiated and maintained by artists, where work that would not usually be seen in commercial galleries or museums is exhibited for the benefit of artists and their public.

1) Workshops and alternative spaces may be independent or attached to museums, universities and art schools. In the case of the last two, while students may benefit, the emphasis must be on work by practicing professional artists.

2) Generally, workshops and alternative spaces must have been in existence for at least one year.

3) Both workshops and alternative spaces are for the benefit of practicing professional artists. Amateur or adult education groups are not eligible.

4) Workshops/Alternative Spaces Program applicants or their sponsoring organizations must be tax exempt, and are required to submit a copy of their Internal Revenue Service tax exemption status letter with the application.

Grant Amounts

Grants will usually not exceed $15,000 and will be made on a matching basis. (Total project at least $30,000.)

Deadline and Announcement Date

Applications for Fiscal Year 1977 must be postmarked no later than October 1, 1976. Notices of approval or rejection will not be sent before April 1977. Your proposed activity should not have a beginning date before May 1977 and generally should be carried out during the succeeding twelve months.

How to Apply

Please review the instructions on page 46 and complete the forms entitled *Project Grant Application NEA-3. (Rev.).* In addition please complete the white card and return it with your application.

Your application will not be considered by the panel unless biographies of the artists involved in the workshop and 5 slides of each artist's work are included.

(Please read page 46 for detailed instructions concerning slide submissions.) Slides will not be returned.

Categories of Assistance for

Photography

Photographers' Fellowships

To enable photographers to set aside time and/or purchase materials and generally to advance their careers as they see fit.

Eligibility

Still photographers of exceptional talent of any age or aesthetic persuasion. (Students are not eligible.)

Fellowship Amount

$7,500

Deadline and Announcement Date

Applications for Fiscal Year 1977 must be postmarked no later than May 10, 1976. Notices of approval or rejection will not be sent before October 1976 (Visual materials submitted with applications will not be returned before October 1976.). Work under this grant should not have a beginning date before November 1976 and generally should be carried out during the succeeding twelve months.

How to Apply

Please review the instructions given on page 35 and complete the forms entitled *Individual Fellowship Grant Application NEA-2 (Rev.)*. In addition, please complete the white card and return it with your application.

Up to ten photographs and/or slides should be submitted with your application, and will be returned. Recent work should be emphasized. (Please read page 35 for detailed instructions concerning slide submission.)

While every effort will be made to insure safe handling of portfolios, the Endowment will not be responsible for any loss or damage. We urge you to exercise extreme care in packaging and labelling all materials sent through the mail. Your name and address should appear on the back of *each* photograph submitted. In all *cases*, please avoid using crates or excessively large boxes for mailing portfolios. Framed photographs will not be accepted.

Applications which are not accompanied by photographs or slides are incomplete and will not be reviewed.

Applicants may supplement their applications, if they wish, with not more than *two catalogues* of recent exhibitions and/or not more than three *reviews* of recent work.

While fellowships are not made for specific projects but to buy time and/or materials, you may indicate to the panel specific plans or projects on a single (8½" x 11") sheet attached to your application.

Photography Exhibition Aid

The aim of this program is to bring photography exhibitions of contemporary and/or historical significance to the public in a variety of appropriate situations.

Eligibility

Universities, museums, state historical organizations, state arts agencies, community centers, libraries, prisons and smaller nonprofit photography organizations.

Grant Amounts

Matching grants will normally not exceed $15,000 for major exhibitions and $7,500 for other projects.

Deadline and Announcement Date

Applications for Fiscal Year 1977 must be postmarked no later than January 15, 1977. Notices of approval or rejection will not be sent before June 1977. Your proposed activity should not have a beginning date before July 1977 and generally should be carried out during the succeeding twelve months.

How to Apply

Please review the instructions on page 46 and complete the forms entitled *Project Grant Application NEA-3 (Rev.)*. In addition please complete the white card and return it with the application.

More formal situations, such as museums and universities, should supply budgets of previous exhibitions as a guideline to funding. All applicants should indicate the number of photographs to be exhibited; whether the exhibition will be circulated to other institutions; and the professional qualifications of those responsible for organizing the exhibition.

Applications for exhibitions which will present the work of anonymous or unknown artists of historical significance, or little-known contemporary photographers, should be accompanied by five to ten slides or copy prints, which will be returned.

Since catalogues provide a valuable photographic record, are works of art in themselves, and often contain essays of importance, special consideration will be given to funding catalogues of lasting value to the field. A breakdown of the catalogue budget should be submitted with the application. Also include: size, number of pages, number of reproductions, number to be printed, and an indication of proposed text. Where available, samples of previously published catalogues should be included. Expected income from sale of the catalogue should also be indicated.

Smaller nonprofit organizations are mentioned above. Special consideration will be given to such organizations attempting to advance the public's knowledge and awareness of outstanding contemporary photography.

Photography Publications

The aim of this program is to assist in the publication of outstanding works of historical and/or contemporary significance in the field of photography, and to provide an appropriate context for the reproduction of photographs, for the publication of research, criticism and essays on photography, and for documentation of the work of little-known photographers of potential historical significance.

The Photography Publications Program is not intended to support periodicals, research projects or technical investigations. However, completed research and the results of technical investigations, ready for publication, will be eligible.

Note: Requests for support for exhibition catalogues are considered under the Photography Exhibition Aid Program on page 11.

Eligibility

Nonprofit publishing organizations, museums, educational institutions, university presses, historical archives and other tax-exempt organizations. This program is not open to applications from individuals.

Grant Amounts

Matching grants of up to $20,000 will be awarded.

Deadline and Announcement Date

Applications for Fiscal Year 1977 must be postmarked no later than January 15, 1977. Notices of approval or rejectioin will not be sent prior to June 1977. Your proposed activity should not have a beginning date before July 1977, and generally should be carried out during the succeeding twelve months.

How to Apply

Please review the instructions on page 46 and complete the forms entitled *Project Grant Application NEA-3 (Rev.)*. In addition, please complete the white card and return it with your application.

A breakdown of the publication budget and specifications should be submitted with the application and should include: physical dimensions, number of pages, number to be printed. anticipated income from sales of the publication, content (number of reproductions and description of text), and professional qualifications of those responsible for developing the publication. When available, examples of previously completed publications should also accompany the application.

The application should indicate the methods by which the proposed publication will reach its intended audience.

Final Reports

Fifteen copies of the final publication must be sent to the National Endowment for the Arts as part of the final report.

Photography Surveys FY 1977

The aims of this program are:

- to encourage and assist in the creation of state and regional photography surveys;

- to bring resulting bodies of work before the public in the form of exhibitions and/or publications;

- to preserve resulting visual records in appropriate institutions.

Survey projects will be considered which:

1) commission photographers to document aspects of contemporary life and culture in a state or region;

2) are designed to reveal, through existing photographs, aspects of the history of a state or region;

3) combine newly commissioned, contemporary and historical photographs in one project.

Eligibility

Matching grants will be awarded to nonprofit, tax-exempt educational institutions, museums, historical organizations, archives, libraries, state arts agencies and other state as well as local government agencies capable of satisfying the archival goals of this program.

Photographers wishing to collaborate on a project may apply through a nonprofit, tax-exempt organization willing to undertake sponsorship of the project.

Grant Amounts

Matching grants of up to $25,000 will be awarded for photographers' time, travel and materials during the period in which the survey is being undertaken; for research expenses; and for exhibition and/or publication costs.

Deadline and Announcement Date

Applications for Fiscal Year 1977 must be postmarked no later than January 15, 1977. Notices of approval or rejection will not be sent before June 1977. Your proposed activity should not have a beginning date before July 1977 and generally should be carried out during the succeeding twelve months.

How to Apply

Please review the instructions on page 46 and complete the forms entitled *Project Grant Application NEA-3 (Rev.)*. In addition, please complete the white card and return it with your application.

Applicants should submit a project summary which adequately describes the purpose and scope of the survey project, including the methods by which completed surveys will be brought before the public, i.e., publications, or exhibitions and their accompanying

catalogues. In addition, applicants should indicate the institution on the state or local level in which the completed survey will be preserved and kept available for public use. If more space is needed than is provided on the application form, please include not more than one (8½" x 11") sheet for these purposes.

Applications for projects that will involve commissioning new photographs or will make use of existing work by contemporary photographers should include 5-10 samples of the work of each photographer. Applications for surveys of an historical nature should be accompanied by 10-20 slides or copy prints from the collections under study. All submitted work will be returned. An outline of the qualifications of all professionals to be involved in the project, such as photographers, curators and historians, should be submitted with the application.

Note: No photographs should be released for publication until after the project of which they are a part is completed.

Final Reports

Twenty-five copies of all catalogues or publications resulting from survey projects should be sent to the National Endowment for the Arts as one portion of the final report.

When photographers are commissioned to produce new work, one original copy of the final edited survey should be submitted with the final report, and should also be submitted to the institution on the state or local level responsible for preserving the completed survey. In addition, if the survey project involves already existing contemporary or historical photographs, copy prints of this material, when available, should also be submitted both with the final report, and to the institution on the state or local level responsible for preserving the completed survey. Thus, survey projects completed under this program will be stored both locally, and in a central, national repository.

Note: When photographers are commissioned to produce new work, dual ownership of reproduction rights by the photographer and sponsoring institution is advised. At its expense, the sponsoring institution should obtain copy negatives of each photograph in the final, edited survey, in order to assure broad public accessibility and use of photographs produced under photography survey projects.

Workshops/Alternative Spaces

The aim of this program is to support workshops and alternative spaces. The program is designed to encourage artists to devise modes of working together and to test new ideas.

Eligibility

For the purposes of this program, "workshop" is defined as a *place with facilities* where a group of artists who share common aesthetic and technical interests come together for the purpose of making works of art in a situation in which they derive stimulation from each other's presence and ideas.

An "alternative space" is a place, often initiated and maintained by artists, where work that would not usually be seen in commercial galleries or museums is exhibited for the benefit of artists and their public.

1) Workshops and alternative spaces may be independent or attached to museums, universities and art schools. In the case of the last two, while students may benefit, the emphasis must be on work by practicing professional artists.

2) Generally, workshops and alternative spaces must have been in existence for at least one year.

3) Both workshops and alternative spaces are for the benefit of practicing professional artists. Amateur or adult education groups are not eligible.

4) Workshops/Alternative Spaces Program applicants or their sponsoring organizations must be tax exempt, and are required to submit a copy of their Internal Revenue Service tax exemption status letter with the application.

Grant Amounts

Grants will usually not exceed $15,000 and will be made on a matching basis. (Total project at least $30,000.)

Deadline and Announcement Date

Applications for Fiscal Year 1977 must be postmarked no later than October 1, 1976. Notices of approval or rejection will not be sent before April 1977. Your proposed activity should not have a beginning date before May 1977 and generally should be carried out during the succeeding twelve months.

How to Apply

Please review the instructions on page 46 and complete the forms entitled *Project Grant Application NEA-3 (Rev.).* In addition, please complete the white card and return it with your application.

Your application will not be considered by the panel unless biographies of the artists involved in the workshop and 5 slides of each artist's work are included. (Please read page 46 for detailed instructions on slide submission.) Slides will not be returned.

Categories of Assistance for

Crafts

Craftsmen's Fellowships

To enable craftsmen to set aside time and/or purchase materials and generally to advance their careers as they see fit.

Eligibility

Professional craftsmen of exceptional talent and demonstrated ability — glassblowers, metalsmiths, potters, weavers, woodworkers, etcetera — of any age or aesthetic persuasion. (Students are not eligible.)

Fellowship Amount

$5,000

Deadline and Announcement Date

Applications for Fiscal Year 1977 must be postmarked no later than December 20, 1976. Notices of approval or rejection will not be sent before July 1977. Your work under this grant should not have a beginning date before August 1977 and generally should be carried out during the succeeding twelve months.

How to Apply

Please review the instructions given on page 35 and complete the forms entitled *Individual Fellowship Grant Application NEA-2 (Rev.).* In addition, please complete the Crafts Supplementary Information Sheet and the white card and return with your application.

Not more than 7 *slides* of your work should be submitted. Please read page 35 for detailed instructions concerning slide submission. Slides will not be returned.)

Applicants may supplement their application, if they so wish, with not more than two catalogues of recent exhibitions and/or not more than three reviews of recent works.

While fellowships are not made for specific projects, but to buy time and materials, the Craftsmen's Fellowship Advisory Panel would be interested in reading a short statement regarding your work or intended project. This statement should be typed on one side only of an 8½" x 11" sheet and attached to your application. The purpose of this short statement or description of proposed activity is to enable the panelists to understand your work better as they view the slides.

Crafts Exhibition Aid

The aim of this program is to bring crafts exhibitions of contemporary and/or historical importance to the public in a variety of appropriate situations.

Eligibility

Universities, museums, community centers, theatres, libraries, churches, prisons, nonprofit crafts organizations and state arts agencies. Special consideration is given to crafts exhibitions of a community oriented nature which bring works of high quality professional craftsmanship to areas not normally exposed to such exhibitions. Additionally, crafts exhibitions that are coordinated with craft workshop are given high priority.

Grant Amounts

Matching grants up to $15,000 for major exhibitions and up to $7,500 for other projects.

Deadline and Announcement Date

Applications for Fiscal Year 1977 must be postmarked no later than October 1, 1976. Notices of approval or rejection will not be sent before April 1977. Your proposed activity should not have a beginning date before June 1977 and generally should be carried out during the succeeding twelve months.

How to Apply

Please review the instructions on page 46 and complete the forms entitled *Project Grant Application NEA-3 (Rev.)*. Additionally, please complete the Crafts Supplementary Information Sheet and the white card and return them with the application.
Evidence of ability to carry through the planned exhibition must be supplied. Institutions, museums and universities should supply budgets of previous exhibitions as a guideline to funding.

All applications must supply the following information:

1) Name of place(s) exhibition is to be held. If funds are requested to travel the exhibition, the itinerary of the exhibition should be supplied.
2) Name and curriculum vitae of persons responsible for organizing the exhibition.
3) Name and curriculum vitae of persons preparing the catalogue.
4) Number of works.
5) Names of the craftsmen whose works will be on display. If names are not known, information on the method of selection should be provided. If jurors are used, they should be named.
6) Catalogues from previous exhibitions, if available.

Since catalogues are a valuable documentation of an exhibition, special consideration will be given to funding catalogues of lasting value to the field. A breakdown of the catalogue budget should be included in your application. Also include: size, number of pages, reproductions, kind of paper and cover, number to be printed and an indication of proposed text. Where available, samples of previously published catalogues should be included. Expected income from sale of the catalogue should also be indicated.
Note: Grant funds may not be used for purchase awards.

Craftsmen Apprenticeships

The aim of this program is to enable craftsmen to hire apprentices, generally for a period of nine months, to impart their skills to the apprentice, who in turn assist them at their work.

Eligibility

Craftsmen of demonstrated ability in ceramics, glass, metal, textiles, wood, etcetera,may apply for a grant to hire an apprentice. *Apprentices may not apply.*

Apprenticeships are divided into two categories:

Category I: Individual applications by craftsmen; *no matching funds are required.* Craftsmen who are not equipped to handle administrative details may apply through a reliable nonprofit, tax-exempt organization which will administer the funds. Only one apprentice may be applied for under this category.

Category II: Nonprofit, tax-exempt organizations (schools, art centers, crafts workshops, etcetera) are eligible to apply for up to five apprentices. Matching funds are required.

Grant Amounts

$3,000 per apprentice. This sum should be passd to the apprentice in a way agreed upon by the craftsman and apprentice. It is suggested that equal monthly stipends be arranged. The apprentice is responsible for his own living expenses. In the case of grants directly to a craftsman, $300 should be retained by the craftsman to pay for his administrative expenses.

Deadline and Announcement Date

Applications for Fiscal Year 1977 must be postmarked no later than October 1, 1976. Notices of approval or rejection will not be sent before June 1977. Your proposed activity should not have a beginning date before July 1977 and generally should be carried out during the succeeding twelve months.

How to Apply

Craftsmen may choose their own apprentices; the name of the proposed apprentice should be given in the application. Apprentices should have exhibited professional aptitude in their respective media. Craftsmen must have adequate facilities (e.g. a workshop-sized studio) to accommodate a second working professional.

Craftsmen should submit not less than 7 slides of their own work and biographical data on themselves and their apprentice. (Please read page 35 for detailed instructions on slide submission. Slides will not be returned.) The applicant should also provide a brief description of how both the craftsman and the apprentice will work together and benefit from this association. An evaluation should be sent to the Endowment by the craftsman and apprentice at the end of the apprenticeship period.

Category I: Individual craftsmen applying for apprentice aid should review the instructions on page 35, complete the forms entitled *Individual Grant Application NEA-2 (Rev.)* Please attach a description of the project on one (8½" x 11") sheet. Additionally, please complete the Crafts Supplementary Information Sheet and the white card and return them with the application.

Category II: Organizations applying for apprentice aid should review the instructions on page 46 and complete the *Project Grant Application NEA-3 (Rev.).* Additionally, please complete the Crafts Supplementary Information Sheet and the white card and return them with the application.

Note: Advice concerning local minimum wage requirements and whether an apprentice is considered an employee for purposes of federal and state employment taxes, including tax withholding on wages, should be sought from state and federal labor offices and the Internal Revenue Service.

Crafts Workshops

The aim of the Crafts Workshop Program is to assist the production of new work by craftsmen of exceptional talent. The program also encourages artists to test ideas and media, and to devise modes of working together.

Eligibility

For the purpose of this program, a "crafts workshop" is defined as *a place with facilities* where a group of craftsmen who share common aesthetic and/or technical interests come together for the purpose of making crafts in a situation in which they derive stimulation from each other's presence and ideas.

Crafts Workshops are primarily for the benefit of practicing professional craftsmen. The highest standards of demonstrated professional ability are looked for in Crafts Workshops applications. Although students may participate in these workshops, the emphasis is primarily directed toward professionals in the field.

1) Crafts workshops may be independent or may be attached to schools, parks, prisons, museums, universities, art schools and community art centers.

2) Generally, organizations and institutions applying for Crafts Workshop assistance must have been in existence for at least one year.

3) Crafts Workshop Program applicants or their sponsoring organizations must be tax-exempt, and are required to submit a copy of their Internal Revenue Service tax exemption status letter with the application.

Grant Amounts

Grants will usually not exceed $15,000 and will be made on a matching basis.

Deadline and Announcement Date

Applications for Fiscal Year 1977 must be postmarked no later than October 1, 1976. Notices of approval or rejection will not be sent before April 1977. Your proposed activity should not have a begingining date before June 1977 and generally should be carried out during the succeeding twelve months.

How to Apply

Please review the instructions given on page 46 and complete the forms entitled *Project Grant Application NEA-3 (Rev.).* In addition, please complete the Crafts Supplementary Information Sheet and the white card and return them with your application. Your application will not be considered unless biographies of the craftsmen involved in the workshop and five slides of each craftsman's work are included. (Please read page 46 for detailed instructions on slide submission.) Slides will not be returned.

Grant funds requested should be for the support of workshop activities for not more than one year starting June 1977.

Works of Art in Public Places

Works of Art in Public Places

The aim of this program is to give the public access to the best contemporary art in public situations outside museum walls. Plazas, parks, airports, subways, highways and other outdoor spaces will be considered.

Privately owned land may be used as a site, if such land is either under lease to local governments for public purposes, or is what may reasonably be considered as a "public area," i.e., an area to which the general public, or as in the case of a housing development or university complex, the local communnity has free and unimpeded access.

The Endowment intends that the work of art will contribute to the public's enjoyment, education and enlightenment; that it will create a favorable climate for the reception of all the arts; that it will stimulate an effective partnershp between cities, states, private institutions, the private sector, and the Federal Government and that a distinguished heritage of public art will be passed on to future generations.

The program also aims to provide opportunities, challenges and employment for living American artists of exceptional talent and of regional or national significance.

Works of art may be in any one of the following media: sculpture, painting and photography murals, and crafts (ceramic murals and works in fiber). The art should be appropriate both for its immediate site and for the general environment in which it is to be placed.

Funding: Matching funds are required for *all* Works of Art in Public Places projects. The Endowment recommends that the local funds be raised on as wide a base as is possible for each project. It is the Endowment's experience that successful projects require strong local support — both financial and administrative — from an aesthetically sophisticated group.

The Works of Art in Public Places Program consists of two funding categories each administered differently and each responding to different needs.

Category I: Major Commissions

Grant Amounts

Sculpture: over $20,00 and up to $50,000 (matching)
Painting, photography and crafts: over $10,000 and up to $25,000 (matching).

Eligibility

Cities, towns, and other nonfederal governmental units; universities and nonprofit tax-exempt private groups; state arts agencies.

Deadline and Announcement Date

Applications must be postmarked no later than September 1, 1976. Notices of approval or rejection will not be sent before April 1977. Your proposed activity should not have a beginning date before June 1977 and generally should be carried out during the succeeding twelve months.

How to Apply

Please review the instructions on page 46 and complete the forms entitled *Project Grant Application NEA-3 (Rev.).*

Endowment and matching funds should be allocated for and limited to the artist's fee, fabrication costs for the work, the cost of transporting the work to the site and the dealer's fee, if applicable.

(Note: The National Council on the Arts, acting both on its own initiative and on the recommendation of a number of Visual Arts advisory committees, has recommended to the Chairman that dealer's fees not exceed ten percent of the artist's fee, after manufacture or cost of the work is subtracted.)

Additional costs such as site preparation, staff salaries, staff travel and administrative expenses will be borne by the applicant. Although these costs will not be considered part of the match, they should be reflected in the budget in order to indicate actual total project costs.

Note: Photographs (35mm slides and/or 8" x 10" black-and-white) of the immediate site taken from several angles, and a photograph of the general environment in which the work of art is to be placed must accompany the application. Visual materials will not be returned.

Procedure for Selection of Artist:
After approval of a grant, the grantee should appoint three individuals with knowledge of the local area, and of contemporary art, to a selection panel. The Endowment will also appoint three nationally recognized experts to this panel, and the six will meet at proposed site to select the artist to be commissioned. The expenses for the panel meeting will be borne by the grantee and include travel costs, a per diem allowance and an honorarium for each panelist appointed by the Endowment.

While the selection panel is of course free to come to what it considers an appropriate decision, the National Council suggests that the panel keep in mind that opportunities for younger and mid-career artists in the public art area are limited, and should, if possible, be encouraged.

After the artist has been chosen, the grantee should contact the artist and request a model of the project for submission to the local members of the selection panel for their approval. The National Council on the Arts will also have the option to review the model. Contractual arrangements should be worked out directly between the grantee and the artist.

Category II: Work for Direct Purchase and Smaller Commissions

Grant Amounts

Sculpture: Up to $20,000 (Matching)
Painting, photography and crafts: Up to $15,000 (Matching)

Eligibility

Cities, towns and other nonfederal governmental units; universities and nonprofit tax-exempt private groups; state arts agencies. Artists or artists' groups may apply if a community or other governmental unit has indicated sufficient interest in a specific proposal.

Deadline and Announcement Date

Applications must be postmarked no later than September 1, 1976. Notices of approval or rejection will not be sent before April 1977. Your proposed activity should not have a beginning date before June 1977 and generally should be carried out during the succeeding twelve months.

How to Apply

Please review the instructions on page 46 and complete the forms entitled *"Project Grant Application" NEA-3 (Rev.).*

Applicants should propose to the Endowment an artist whose work they intend to commission or a particular work they would like to purchase for an appropriate site. The names and titles of those responsible for the selection of the artist or work of art and a description of the selection process must accompany the application. Small projects intended to provide opportunities for younger artists will be considered in this category.

For purchased works, Endowment and matching funds should be allocated for and limited to the purchase of the work and, when necessary, the cost of transporting the work to the site.

For commissioned works, funds are to cover the artist's fee, fabrication costs for the work, the cost of transporting the work to the site and the dealer's fee, if applicable.

(Note: The National Council on the Arts, acting both on its own initiative and on the recommendation of a number of Visual Arts advisory committees, has recommended to the Chairman that dealer's fees not exceed ten percent of the artist's fee, *after* manufacture or cost of the work is subtracted.)

Additional costs such as site preparation, staff salaries, staff travel and administrative expenses should be borne by the applicant. Although these costs will not be considered part of the match, they should be reflected in the budget in order to indicate actual total project costs.

Applications to be complete must be accompanied by:

Works for Direct Purchase
1) Photographs (35mm slides and/or 8" x 10" black-and-white) of the immediate site taken from several angles.

2) A photograph of the work.

3) A composite photograph including the work, in proper scale, as it would look on site.

4) A brief biography of the artist.

Smaller Commissions
1) Photographs (35mm slides and/or 8" x 10" black-and-white) of the immediate site taken from several angles.

2) A brief biography of the artist.

3) Five slides of completed work by the artist.

Incomplete applications will not be submitted to the advisory committee for review.

Note: Should the group require advice before coming to a decision on the art work they feel appropriate, the Endowment will make available a consultant to advise the group. This consultant will be a nationally recognized expert in contemporary public art. The consultant will meet with the local group, inspect the site, discuss contemporary art with the applicants, make suggestions and generally provide professional assistance. The consultant's initial fee will be paid by the Endowment. After the approval of the grant, any further consultant's fees will be paid by the local group.

General Programs

Art Critics' Fellowships

To enable art critics to set aside time to pursue a specific project which is not feasible in their present circumstances. Smaller fellowships for travel will also be made to critics to expand their knowledge of the current art scene outside their own region.

Eligibility

Art critics of exceptional talent and accomplishment who are published regularly. For the purposes of this program, art criticism is defined as the investigation, evaluation and exposition of contemporary or recent art. (*Art historians are not eligible;* historians of art whose concerns are primarily scholarly should apply for funding to either the Fellowship Division or the Research Grants Division of the National Endowment for the Humanities, Washington, D.C. 20506.)

Fellowship Amounts

$5,000 for specific projects
$1,000 for travel

Deadline and Announcement Date

Applications for Fiscal Year 1977 must be postmarked no later than May 10, 1976. Notices of awards or rejections will not be sent before December 1976. Your proposed activity should not have a beginning date before February 1977 and should generally be carried out during the succeeding twelve months.

How to Apply

Please review the instructions given on page 35 and complete the forms entitled *Individual Fellowship Grant Application NEA-2 (Rev.).* In addition, please complete the white card, return it with your application. Critics involved in crafts projects should also complete and return the Crafts Supplementary Information Sheet on page 65.

Please include not more than two articles or essays, neither exceeding 5,000 words. We request that you provide five copies of each article. Copies should be clear and legible. (Articles will not be returned.). Interviews should not be submitted. Please indicate on a (8½" x 11") sheet the *specific* project you would undertake should you receive a fellowship. Applicants for travel fellowships should indicate the city(ies) they wish to visit.

Artists, Critics, Photographers and Craftsmen in Residence

To make it possible for art schools, university art departments and other institutions to invite artists, critics, photographers and craftsmen of national reputation for short-term stays to instruct, influence and stimulate students and faculty while practicing their professions. We believe that such circulation of professionals of exceptional talent benefits the students, the faculty and the visiting artists.

Institutions select the artist(s), critic(s), photographer(s) or craftsmen of their choice and work out a mutually acceptable schedule of activities with emphasis on student contact. While new methods are not necessarily better, more inventive ways of bringing this contact about may be desirable: for instance, making the evolution of a work of art itself the teaching situation, or engaging the students as assistants in some project or process.

Eligibility

While aimed primarily at art schools, and university art departments, other organizations such as museums, cities, state art agencies, parks and community centers may also apply.

Grant Amounts

Grants will usually not exceed $1,500 and will be made on a matching basis. Larger grants are occasionally given for extraordinary projects. Project budgets generally should include *only* artists' fees and transportation for the artist to the university, museum or community center at the start of the project and return to his home at the end of the project.

Deadline and Announcement Date

Applications for this program are accepted and grants are made throughout the year. However, applications should be received six months before the planned residency will begin.

How to Apply

Please review the instructions on page 46 and complete the forms entitled *Project Grant Application NEA-3 (Rev.).* In addition please complete the white card and return it with your application. Organizations that intend to place a craftsman in residence should also complete the Crafts Supplementary Information Sheet on page 65. Applications should include a biography and five slides (where applicable) of the work of each intended participant. (Please read page 46 for detailed instructions on slide submission. Slides will not be returned.) Incomplete applications will not be considered.

Services to the Field

The aim of this program is to assist organizations, artists' groups and individuals concerned with providing services to artists. Applicants are urged to consider the entire scope of the artists' needs and to interpret the program broadly and innovatively. Applicants should indicate the methods by which the results of research will be made available to the field.

Areas of support may include but are not limited to the following:

1) Dissemination of information through directories and documentation.

2) Technical research into old and new media.

3) Services informing, or providing protection for, artists in such areas as medical, disability and life insurance; tax regulations; legal rights pertaining to contract negotiations and copyright laws; investigations of artists' materials and media with regard to health and safety.

4) Instruction for artists in the care and handling, storage, shipping and insurance of their own works of art.

Eligibility

Nonprofit, tax-exempt organizations interested in providing services to visual artists. (Established research facilities and other institutions not directly engaged in art activity are encouraged to apply.) Grants will also be made to individuals providing services that are not being undertaken by existing organizations.

Grant Amounts

Grants will generally not exceed $10,000 and in the case of organizations will be made on a matching basis. Individual grants may be nonmatching.

Deadline and Announcement Date

Applications for Fiscal Year 1977 must be postmarked no later than December 1, 1976. Notices of approval or rejection will not be sent before June 1977. The proposed activity should not have a beginning date before July 1977.

How to Apply

Organizations should review the instructions on page 46 and complete the forms entitled *Project Grant Application NEA-3 (Rev.).* Individuals should review the instructions on page 35 and complete the forms entitled *Individual Grant Application NEA-2 (Rev.)* attaching a brief description of the project on one (8-1/2" x 11") sheet. In addition, please complete the white card and return it with your application. If your project involves crafts, please also complete the Crafts Supplementary Information Sheet on page 65.

Visual Arts in the Performing Arts

The aim of this program is to make visual artists available to performing arts groups. (Professional stage and costume designers are not eligible.)

Funds will be available to performing arts groups who wish to engage the services of artists of exceptional talent in three areas:

1) Design of posters which publicize either a single production or season's schedule. A part of each poster project should be a signed edition.

2) Design of sets for plays, operas and dance performances.

3) Design of costumes for plays, operas and dance groups. Applications for sets and costumes may be combined.

Eligibility

Professional performing arts groups (dance companies, orchestras, opera companies, theatre companies). Individual artists may not apply under this program.

Grant Amounts

Up to $1,500 (matching) for design of posters.
Up to $5,000 (matching) for design of sets and costumes.

Project funds are mainly intended to be used for the artist's fee and should not replace funds already in company budgets for costumes, sets or posters. In the case of grants for set and costume design, necessary expenses that result directly from the engagement of the artist will be considered.

Deadline and Announcement Date

Application for Fiscal Year 1977 must be postmarked no later than January 1, 1977. Notices of approval or rejection will not be sent before June 1977. Your proposed activity should not have a beginning date before July, 1977 and generally should be carried out during the succeeding twelve months.

How to Apply

Please review the instructions on page 46 and complete the forms entitled *Project Grant Application NEA-3 (Rev.).* In addition please complete the white card and return it with your application. The "Summary of Project Description" should include the specific artist and production(s) to be involved. The artist should be contacted by the company before the application is made. A letter from the artist stating his interest in undertaking the project should be included in the application. The application should also include a biography and five slides of the work of the artist to be involved in the project. (Please read page 46 for detailed instructions on slide submission.) Slides will not be returned.

At the applicant's request, the Endowment makes available expert art consultants to advise on artists appropriate to the applicant's needs.

Application Information for Individual Fellowships

Eligibility

Generally, individual fellowships will only be made to United States citizens. Under special circumstances which must be shown by the applicant, an individual award may be made to an applicant who is not a citizen but who has been lawfully admitted to the United States for permanent residence.

Students are not eligible.

Method of Funding

Fellowships to individuals are made on a non-matching basis.

Review Procedure

Generally, selection will be made from recommendations of an advisory committee and the National Council on the Arts to the Chairman of the Arts Endowment.

Slide Submissions

All slides should be 35mm (suitable for carrousel projection) and must be placed in CLEAR PLASTIC SHEETS for easy handling. Please indicate on each slide casing:

- your own name
- title of the work
- date
- medium
- dimension in inches (height preceding width preceding depth)
- top of the work

Unless stated previously in the description of the grant category, materials submitted to the Endowment will not be returned. Please comply with the limit set of the number of prints or slides which are sent to the Endowment. The advisory committees will only review up to the maximum number allowed.

Application Instructions

Individuals applying to the Endowment must use the forms entitled *Individual Fellowship Grant Application NEA-2 (Rev.)* printed on the following pages. Applications must be completed and submitted in *triplicate* with the white card on page 67. Applicants are urged to refer to the grant categories previously described for information on required slides and other materials which must be submitted with the applications.

All application materials must be submitted to the Grants Office (mail stop 500), National Endowment for the Arts, Washington, D.C. 20506.

When completing *Individual Grant Application NEA-2 (Rev.)* please note the following:

- *Category:* Please state the category within the Visual Arts Program under which support is requested.

- *Period For Which Support Is Requested:* Should be the time span during which activity will occur. The Endowment generally does not provide funds for activities that have occurred in the past.

- *Career Summary or Background:* This should be related to the activity for which support is requested.

Important: If you have applied or expect to apply elsewhere for fellowships or other support for this same period and/or a similar purpose, state the facts regarding such other application(s) in an attachment to your application.

If payment for services will be made to any person other than the grantee, the applicant is required to file with the Grants Office an Assurance of Compliance with the National Foundation on the Arts and the Humanities Regulations Under Title VI of the Civil Rights Act of 1964. The form on page 63 may be removed for this purpose. Please mail completed form to: Grants Office, National Endowment for the Arts, Washington, D.C. 20506. (If the applicant has filed an Assurance of Compliance with the Arts Endowment within the last five years, it is not necessary to complete the Assurance at this time.)

Note: The Internal Revenue Code and regulations provide that certain fellowships to individuals who are not candidates for degrees are, within certain limitations, excludable from gross income, for tax purposes. If a fellowship qualifies for this exclusion, the amount is limited to $300 times the number of months the fellowship is intended to cover, but not in excess of 36 months. In addition, amounts received to cover certain expenses for travel, research, clerical help or equipment incident to the fellowship are excludable to the extent of the recipient's actual expenses provided that these expenses are not claimed as a deduction.

The Endowment cannot advise you as to the deductibility of all or any portion of a fellowship, should one be awarded to you. Advice should be sought from your own tax counselor or local Internal Revenue Service Office.

OMB—128- R0001

Individual Fellowship Grant Application
National Endowment for the Arts

Applications must be submitted in triplicate and mailed to the Grants Office (Mail stop 500) National Endowment for the Arts, Washington, D.C. 20506

Visual Arts

Category: _____

Name (Last, First, Middle initial)

U.S. Citizenship
Yes No Visa Number

Professional Field or Discipline

Present Mailing Address/Phone

Sex Birth Date

Place of Birth

Permanent Mailing Address/Phone

Period for which grant support is requested
Starting
month day year
Ending
month day year

Description of proposed activity

"Should a grant result from your application, grant funds will be used to advance your career in a fashion consistent with your previous performance as shown by your slides and other supportive material."
(No project description necessary)

Amount requested from National Endowment for the Arts Allocated as follows:

Time $_____ Travel $_____ Materials $_____

Career summary or background

(If additional space is required, use supplemental sheets and staple to the application

Continued on reverse side

Education

Name of Institution	Major Area of Study	Inclusive Dates	Degree

Fellowships or Grants Previously awarded

Name of Award	Area of study	Inclusive Dates	Amount

Present employment

Employer	Position/Occupation	Salary

Prizes/Honors Received	Membership Professional Societies

Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.

Signature of Applicant _____ Date _____

NEA-2 (Rev)

OMB—128—R0001

Individual Fellowship Grant Application
National Endowment for the Arts

Applications must be submitted in triplicate and mailed to the Grants Office (Mail stop 500) National Endowment for the Arts, Washington, D.C. 20506

Visual Arts

Category: _____

Name (Last, First, Middle initial)

U.S. Citizenship
Yes No Visa Number

Professional Field or Discipline

Present Mailing Address/Phone

Sex Birth Date

Place of Birth

Permanent Mailing Address/Phone

Period for which grant support is requested
Starting
month day year
Ending
month day year

Description of proposed activity

"Should a grant result from your application, grant funds will be used to advance your career in a fashion consistent with your previous performance as shown by your slides and other supportive material."
(No project description necessary)

Amount requested from National Endowment for the Arts Allocated as follows:

Time $_____ Travel $_____ Materials $_____

Career summary or background

(If additional space is required, use supplemental sheets and staple to the application

Continued on reverse side

Education

Name of Institution	Major Area of Study	Inclusive Dates	Degree

Fellowships or Grants Previously awarded

Name of Award	Area of study	Inclusive Dates	Amount

Present employment

Employer	Position/Occupation	Salary

Prizes/Honors Received	Membership Professional Societies

Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.

Signature of Applicant _____ Date _____

Individual Fellowship Grant Application
National Endowment for the Arts

Applications must be submitted in triplicate and mailed to the Grants Office (Mail stop 500) National Endowment for the Arts, Washington, D.C. 20506

Visual Arts

Category: _____

Name (Last, First, Middle initial)

U.S. Citizenship
Yes No Visa Number

Professional Field or Discipline

Present Mailing Address/Phone

Sex Birth Date

Place of Birth

Permanent Mailing Address/Phone

Period for which grant support is requested
Starting
month day year
Ending
month day year

Description of proposed activity

"Should a grant result from your application, grant funds will be used to advance your career in a fashion consistent with your previous performance as shown by your slides and other supportive material."
(No project description necessary)

Amount requested from National Endowment for the Arts Allocated as follows:
Time $_____ Travel $_____ Materials $_____

Career summary or background

(If additional space is required, use supplemental sheets and staple to the application

Continued on reverse side

Education

Name of Institution	Major Area of Study	Inclusive Dates	Degree

Fellowships or Grants Previously awarded

Name of Award	Area of study	Inclusive Dates	Amount

Present employment

Employer	Position/Occupation	Salary

Prizes/Honors Received	Membership Professional Societies

Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.

Signature of Applicant _____ Date _____

Application Information for Project Grants

Eligibility

By statute, the National Endowment for the Arts is limited to the support of organizations which meet the following criteria:

1) Organizations in which no part of net earnings inures to the benefit of a private stockholder or individual and to which donations are allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the Internal Revenue Service Determination letter for tax-exempt status (under Section 501) must be submitted with each application.

2) Organizations receiving National Endowment for the Arts support must conduct their operations in accordance with the requirements of Title VI of the Civil Rights Act of 1964 and the Rehabilitation Act of 1973, as amended, which bar discrimination in federally assisted projects on the basis of race, color, national origin or handicap. Individuals and organizations receiving support from the National Endowment for the Arts who will be making payments for services to any person other than the grantee must comply with these requirements. Such grantees are required to file with the Grants Office, an Assurance of Compliance Form. The form on page 63 may be removed and completed for this purpose. Please mail the completed form to: Grants Office, National Endowment for the Arts, Washington, D.C. 20506. (If the applicant has filed an Assurance of Compliance with the Arts Endowment within the last five years, it is not necessary to complete the Assurance at this time.)

3) Organizations which compensate all professional performers, related or supporting professional personnel, laborers and mechanics at the prevailing minimum compensation level or on the basis of negotiated agreements which would satisfy the requirements of Parts 3,5 and 505 of Title 29 of the Code of Federal Regulations for the duration of any project supported in whole or in part by the National Endowment for the Arts.

Methods of Funding

Program Funds Method

Generally, grants will be made on at least a dollar-for-dollar matching basis. Applicants requesting assistance from Program Funds must present evidence in the proper space (Section X) on the application *Project Grant Application/NEA-3 (Rev.)* that at least one-half of the total cost of the project will be provided by the applicant. Anticipated sources of matching must be identified. Budgeted funds, as well as newly raised funds, may be used for matching in all programs.

Example:

If an applicant requests from the Arts Endowment	$30,000
Then applicant lists match of at least	30,000
And total project budget reflects at least	$60,000

Treasury Fund Method
When the National Endowment for the Arts was created, Congress included a unique provision in its enabling legislation. This provision allows the Endowment to work in partnership with private and other nonfederal sources of funding for the arts. Designed to encourage and stimulate increased private funding for the arts, the Treasury Fund allows nonfederal contributors to join the Endowment in the grant-making process, generally for projects supported by the Endowment under the established program guidelines.

The Endowment encourages use of the Treasury Fund method as an especially effective way of combining federal and private support, and as an encouragement to all potential donors, particularly those representing new or substantially increased sources of funds.

The Endowment may accept gifts in the form of money and other property. Bequests may be made to the Endowment as well. Gifts to the Endowment are generally deductible for federal income, estate, and gift tax purposes.

Gifts may be made to the Endowment for the support of a nonprofit tax-exempt, cultural organization which has been notified that the Endowment intends to award it a grant under its regular program guidelines — organizations such as a museum, a symphony orchestra, a dance, opera or theatre company — or for an Endowment program, such as fellowships, touring, conferences or workshops.

When a restricted gift is received, it frees an equal amount from the Treasury Fund, which is then made available to the grantee in accordance with the amount and conditions of the grant, as recommended by the National Council on the Arts and approved by the Chairman.

The Endowment also accepts unrestricted gifts to be used for projects recommended to the Chairman by the National Council on the Arts.

How a Treasury Fund Grant is Arranged
Those interested in giving for a specific purpose should note the step by step process described below.

1) If a project is eligible for consideration under the Visual Arts Program guidelines the applicant submits to the Endowment a formal application, which may include a list of potential donors.

2) The application is reviewed first by the Visual Arts Advisory Panel and then by the National Council on the Arts and is recommended for approval or rejection. Based on these recommendations, the Chairman makes the final determination and notification is sent to the applicant.

3) If the grant award is approved, the applicant then requests that the donors forward their gifts to the National Endowment for the Arts in the form of a gift transmittal letter specifying the amount and restricted purpose of the donation (i.e., the name of the applicant and specific project supported), and date by which payment will be made to the grantee organization (see below).

Handling Procedures

In order to simplify handling procedures for restricted donations which are to be matched by the Treasury Fund, grant recipients will receive payment directly from the donor (in cash or negotiable securities) on all restricted Treasury Fund gifts to the Endowment. Under this method, the following procedures apply:

1) Gift transmittal letter is received by the Endowment from donor with above specified information.

2) Upon receipt of payment on the gifts, grantee provides the Endowment with evidence of receipt of such payment as follows:

In the case of individual gifts of less than $5,000, grantee will forward to the Endowment, a list of donors' names, addresses and amounts received, certified by an official of the organization and notarized.

In the case of individual gifts of $5,000 or more, grantee will forward to the Endowment, within the grant period, a photostatic copy of the instrument of payment, i.e., the check or negotiable securities, with a covering letter.

3) In cases where benefit proceeds are to be utilized for purposes of the Treasury Fund, evidence, such as benefit anouncement circulars, invitations, posters, etcetera (which indicate donors had prior knowledge that their contributions would be used for the Treasury Fund) must be retained by grantee as evidence of donors' intent. In these cases, the grantee organization will forward to the Endowment, within the grant period, a notarized letter requesting release of the Treasury matching funds, signed by an appropriate official, certifying that the benefit was held on a specified date, yielded a specified sum for Treasury Fund gift purposes related to the grant in question, and that evidence of the benefit will be retained by grantee organization in its files.

4) In all cases, donors are to make payment on gifts at least 60 days prior to termination of the grant period, and grantee organizations will provide the Endowment with evidence of receipt of payment on gifts at least 30 days prior to the termination of the grant period.

The Process In Terms of Money

Donor's contribution(s) to Endowment	$25,000
Endowment match from the Treasury Fund	$25,000
	$50,000
Total Endowment grant	$50,000
Grantee's additional project cost	$50,000
Minimum total budget of project	$100,000

Review Procedure

Generally, selection will be made from recommendations of an advisory committee and the National Council on the Arts to the Chairman of the Arts Endowment.

Reporting Requirements

The Endowment requires a fiscal and narrative report on a project at the end of the grant period.

Slide Submissions

All slides should be 35mm (suitable for carrousel projection) and must be placed in **Clear Plastic Sheets** for easy handling. Please indicate on each slide casing:

- your own name
- title of the work
- date
- medium
- dimension in inches (height preceding width preceding depth)
- top of the work

Unless stated previously in the description of the grant category materials submitted to the Endowment will not be returned. Please comply with the limit set of the number of prints or slides which are sent to the Endowment. The advisory committees will only review up to the maximum number allowed.

Application Instructions

Organizations applying to the Endowment must use the forms entitled *Project Grant Application NEA-3 (Rev.)* printed on the following pages. Applications must be completed and submitted in triplicate with the white card on page 67. Applicants are urged to refer to the grant categories previously described for information on required slides and other materials which must be submitted with the applications.

All application materials must be submitted to the Grants Office (mail stop 500), National Endowment for the Arts, Washington, D.C. 20506.

When completing *Project Grant Application NEA-3 (Rev.),* please follow these instructions that are keyed to the sections of the application form. It is imperative that the application be complete and completed pursuant to these instructions. Failure to comply with the instructions will cause unnecessary delay which may adversely affect consideration of your proposal.

I. *Applicant Organization* must provide assurance that (a) no part of its net earnings inures to the benefit of any private stockholder or stockholders or individual or individuals, and (b) donations to it are allowable as charitable contributions under the standards of subsection c of section 170 of the Internal Revenue Code of 1954 as amended. The applicant organization's name as provided on the application form must be identical with the name of the organization provided in the IRS determination letter or in the official document identifying the applicant organization as a unit of either state or local government.

- Non-governmental applicants must attach to their applications a copy of their IRS determination letter.
- State or local government units must attach to the application a copy of the official document indicating their status within the state or local government. (These documents will not be returned.)

II. *Program Category Under Which Support Is Requested* should be the category within the Visual Arts Program under which support is requested.

III. *Period of Support Requested* is the span of time necessary to plan, execute and close out the proposed project. Generally the Endowment limits its financial participation in any project to not more than 12 months.

IV. *Summary of Project Description* must be brief but specific and limited to the description of the project for which financial support is requested. All essential elements of the proposal must be included in a concise project summary in the space provided on the application. Project description should include where appropriate the names of key personnel. If applicants wish to supply additional information, they should submit no more than one side of one additional page (8½" x 11") with the application.

Material prepared for presentations other than for this application will be acceptable as a substitute for the project description. Such material may be submitted as attachments. (No material will be returned.)

V. *Estimated Number of Individuals Expected to Benefit From This Project* is the total audience, participants, students, etcetera (excluding employees and/or paid performers) that are anticipated to directly benefit from this project.

VI. *Summary of Estimated Costs* is a recapitulation of direct costs and indirect costs as shown on pages 2 and 3 of the application form.

A. Direct costs are all costs which an be specifically identified with the project.

1) *Salaries and Wages* must be estimated at rates not lower than the prevailing minimum compensation as set out in Part 505 of Chapter 29 of the Code of Federal Regulations. Copies will be sent on request. Fringe benefits may be included here only if not included as indirect costs.

2) *Supplies and Materials* include consumable supplies, raw materials for the fabrication of project items, and items of expendable equipment, i.e., equipment items costing less than $200 or with an estimated useful life of less than one year.

3) *Travel* must be estimated pursuant to applicant's established travel practice or written policy providing that the travel results in a reasonable charge and all travelers use jet economy air coach accommodations.

Foreign travel is not authorized unless it is included in the budget.

4) *Special* includes permanent equipment such as equipment costing over $200 with an estimated useful life of one year or more, capital improvements, major construction, etcetera. *The Endowment has a general policy against support of capital improvements and major construction.* Written justification including as a minimum a brief description of the items needed, applicant's purchasing practices, and policy on facilities' maintenance and protection must be submitted. (No materials will be returned.)

5) *Other* includes consultant and artist fees, honoraria, contractual services, rental of space and/or equipment, transportation of items other than personnel, etcetera. In the event of consultant and artist fees, honoraria, and/or contracts for personal and/or professional services please specify number of persons and applicable fee, rate, or amount of each. Do not include entertainment, fines and penalties, bad debt costs, or contingencies.

B. Indirect costs are those costs incurred for common or joint objectives and not readily assignable to the specific activities benefitted. Indirect costs may be computed by the application of an indirect cost rate established as a result of negotiation with the National Foundation on the Arts and the Humanities Audit Office or another federal agency. *A copy of the negotiation agreement must accompany the application.* (No materials will be returned.)

VII. *Total Amount Requested From the Arts Endowment.* The amount requested should be rounded to the nearest ten dollars. The Endowment generally requires each applicant to obtain at least 50 percent of the total costs of each project from non-federal sources. In the event the applicant is applying for a Treasury Fund grant, the amount shown must include direct contributions to the Endowment plus the amount needed to match all direct donations. The Treasury Fund method is described on page

VIII. *Organization Total Fiscal Activity*
A. Expenses including Arts Endowment projects funded and anticipated.
B. Revenues, grants and contributions including Endowment grants received and anticipated.

IX. *Budget Breakdown of Total Estimated Cost* need not be provided for items A1, 2, 3, and 4 on pages 2 and 3 of the application form when the applicant requests $10,000 or less for a total project of $20,000 or less.

X. *Contributions, Grants and Revenues*
A. Contributions include (1) all anticipated cash donations for this project except direct donations to the Endowment and (2) in-kind contributions are the fair-market value or pro rata share of the fair-market value of essential items that are wholly or partially consumed on the project.
B. Grants include all or a pro rata share of anticipated grants either wholly or partially restricted for use on this project (do not include the grant requested by this application). A grant is generally characterized by written authority to spend up to a specified amount of money for a specific purpose.
C. Revenues include all revenues regardless of source expected to be used on this project.

XI. *State Arts Agency Notification* urges each applicant to advise the state arts agency of his state that this application is being made. In the event the address of the state arts agency is unknown such information may be obtained from the Office of the Governor of the applicant's state.

XII. *Certification* must be signed by an official of the applicant organization with authority to legally obligate applicant.

Project Grant Application
National Endowment for the Arts

Applications must be presented in triplicate and mailed to the Grants Office (Mail stop 500), National Endowment for the Arts, Washington, D.C. 20506

I. Applicant Organization (name and address with zip)

II. Visual Arts Program

Category:

III. Period of Support requested

Start _____ End _____
Month Day Year Month Day Year

IV. Summary of Project Description (Complete in Space Provided. Do *NOT* continue on additional pages.)

V. Estimated Number of Persons expected to Benefit From this Project

VI. Summary of Estimated Costs (Recapitulation of Budget Items in Section IX)

A. Direct Costs	Total Costs of Project (rounded to nearest ten dollars)
Salaries and Wages	$
Fringe Benefits	
Supplies and Materials	
Travel	
Special	
Other	
Total direct Costs	$
B. Indirect Costs	
Total Project Costs	$

VII. Total Amount Requested From the National Endowment for the Arts $

VIII. Organization Total Fiscal Activity	Act. Most Recent Fiscal Pd.	Est. For Next Fiscal Pd.
A. Expenses	1. $	2. $
B. Revenues Grants & Contributions	1. $	2. $

Do Not Write in This Space

Eval. of prior year(s) project(s) [1] [2] [3] [4] Pys $_____ Cps $_____ Audit Report [1] [2]

Over

IX. Budget Breakdown of Total Estimated Costs of Projects as Summarized on Page 1

A. Direct Costs

1. Salaries and Wages

Detail not required when requesting $10,000 or less on a project of $20,000 and less.

Title and/or Type of Personnel	Number of Personnel	Annual or Average Salary Range	% of Time Devoted to this Project	Amount
				$

Total Salaries and Wages	$
Add fringe benefits	$
Total salaries and Wages including fringe benefits	$

2. Supplies and Materials (list each major type separately)

Detail not required when requesting $10,000 or less on a project of $20,000 and less.

	Amount
	$

Total Supplies and Materials	$

3. Travel

Detail not required when Requesting $10,000 or less on a project of $20,000 and less.

Transportation of Personnel

No. of Travelers	from	to	Amount
			$

Total transportation of personnel	$

Subsistance

No. of travelers	No. of Days	Daily rate	
			$

Total Subsistence	$
Total Travel	$

IX. Budget Breakdown of Total Estimated Costs of Project as Summarized on Page 1 (continued)

4. Special (list each item separately)

Detail not required when requesting $10,000 or less on a project of $20,000 and less.

	Amount
	$
Total Special	$

5. Other (list each major type separately)

This section must be completed on every application.

	Amount
	$
Total Other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Foundation on the arts and the Humanities or another Federal agency

Rate _____% Base $_____ Amount $_____

X. Contributions, Grants, and Revenues *(for this project)*

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment

	Amount
	$

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment

	Amount
	$
Total Grants	$

C. Revenues

	Amount
	$
Total Revenues	$
Total Contributions, Grants, and Revenues	$

XI. State Arts Agency Notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so? _____ Yes _____ No

XII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing Official(s)

Signature _____ Date signed _____ (month / day / year)

Name (typed) _____ Title _____

Telephone AC _____

Project Director

Signature _____ Date signed _____ (month / day / year)

Name (typed) _____ Title _____

Telephone AC _____

Payee (to whom grant payments will be sent) (if other than authorizing official)

Signature _____ Date signed _____ (month / day / year)

Name (typed) _____ Title _____

Telephone AC _____

Check List

1. Have you attached a copy of your organization's Federal Tax exemption letter or a document identifying the organization as a part of State or local government?
2. Have you summarized the project description in the space provided?
3. Have you completed the summary of estimated cost on page 1, also provided all detail required on pages 2 and 3, and attached all documentation required to substantiate proposed travel cost, purchase of equipment, and indirect cost?
4. Have you provided required detail under Other Support section?
5. Has the application been signed and dated in appropriate places?
6. Have you filed an Assurance of Compliance form?

A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing.

Project Grant Application
National Endowment for the Arts

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I. Applicant Organization (name and address with zip)

II. Visual Arts Program

Category:

III. Period of Support requested

Start _____ End _____
Month Day Year Month Day Year

IV. Summary of Project Description (Complete in Space Provided. Do *NOT* continue on additional pages.)

V. Estimated Number of Persons expected to Benefit From this Project

VI. Summary of Estimated Costs (Recapitulation of Budget Items in Section IX)

	Total Costs of Project (rounded to nearest ten dollars)
A. Direct Costs	
Salaries and Wages	$
Fringe Benefits	
Supplies and Materials	
Travel	
Special	
Other	
Total direct Costs	$
B. Indirect Costs	
Total Project Costs	$

VII. Total Amount Requested From the National Endowment for the Arts $

VIII. Organization Total Fiscal Activity

	Act. Most Recent Fiscal Pd.	Est. For Next Fiscal Pd.
A. Expenses	1. $	2. $
B. Revenues Grants & Contributions	1. $	2. $

Do Not Write in This Space

Eval. of prior year(s) project(s) 1 2 3 4 Pys $_____ Cps $_____ Audit Report 1 2

Over

IX. **Budget Breakdown of Total Estimated Costs of Projects as Summarized on Page 1**

A. Direct Costs

1. Salaries and Wages

Detail not required when requesting $10,000 or less on a project of $20,000 and less.

Title and/or Type of Personnel	Number of Personnel	Annual or Average Salary Range	% of Time Devoted to this Project	Amount
				$

Total Salaries and Wages $_____

Add fringe benefits $_____

Total salaries and Wages including fringe benefits $_____

2. Supplies and Materials (list each major type separately)

Detail not required when requesting $10,000 or less on a project of $20,000 and less.

	Amount
	$

Total Supplies and Materials $_____

3. Travel

Detail not required when Requesting $10,000 or less on a project of $20,000 and less.

Transportation of Personnel

No. of Travelers	from	to	Amount
			$

Total transportation of personnel $_____

Subsistance

No. of travelers	No. of Days	Daily rate	
			$

Total Subsistence $_____

Total Travel $_____

IX. Budget Breakdown of Total Estimated Costs of Project as Summarized on Page 1 (continued)

4. Special (list each item separately)

Detail not required when requesting $10,000 or less on a project of $20,000 and less.

	Amount
	$
Total Special	$

5. Other (list each major type separately)

This section must be completed on every application.

	Amount
	$
Total Other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Foundation on the arts and the Humanities or another Federal agency

Rate _____% Base $_____ Amount $_____

X. Contributions, Grants, and Revenues *(for this project)*

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment

	Amount
	$

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment

	Amount
	$
Total Grants	$

C. Revenues

	Amount
	$
Total Revenues	$
Total Contributions, Grants, and Revenues	$

XI. State Arts Agency Notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so? _____ Yes _____ No

XII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing Official(s)

Signature _____ Date signed _____ (month / day / year)

Name (typed) _____ Title _____

Telephone AC _____

Project Director

Signature _____ Date signed _____ (month / day / year)

Name (typed) _____ Title _____

Telephone AC _____

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Signature _____ Date signed _____ (month / day / year)

Name (typed) _____ Title _____

Telephone AC _____

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Category:

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Month Day Year Month Day Year

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V. Estimated Number of Persons expected to Benefit From this Project

VI. Summary of Estimated Costs (Recapitulation of Budget Items in Section IX)

	Total Costs of Project (rounded to nearest ten dollars)
A. Direct Costs	
Salaries and Wages	$
Fringe Benefits	
Supplies and Materials	
Travel	
Special	
Other	
Total direct Costs	$
B. Indirect Costs	
Total Project Costs	$

VII. Total Amount Requested From the National Endowment for the Arts $

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	Act. Most Recent Fiscal Pd.	Est. For Next Fiscal Pd.
A. Expenses	1. $	2. $
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Eval. of prior year(s) project(s) [1] [2] [3] [4] Pys $_____ Cps $_____ Audit Report [1] [2]

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IX. Budget Breakdown of Total Estimated Costs of Projects as Summarized on Page 1

A. Direct Costs

1. Salaries and Wages

Detail not required when requesting $10.000 or less on a project of $20.000 and less

Title and/or Type of Personnel	Number of Personnel	Annual or Average Salary Range	% of Time Devoted to this Project	Amount
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Total Salaries and Wages $_____

Add fringe benefits $_____

Total salaries and Wages including fringe benefits $_____

2. Supplies and Materials (list each major type separately)

Detail not required when requesting $10.000 or less on a project of $20.000 and less

	Amount
	$

Total Supplies and Materials $_____

3. Travel

Detail not required when Requesting $10.000 or less on a project of $20.000 and less.

Transportation of Personnel

No. of Travelers	from	to	Amount
			$

Total transportation of personnel $_____

Subsistance

No. of travelers	No. of Days	Daily rate	
			$

Total Subsistence $_____

Total Travel $_____

IX. Budget Breakdown of Total Estimated Costs of Project as Summarized on Page 1 (continued)

4. Special (list each item separately)

Detail not required when requesting $10,000 or less on a project of $20,000 and less

	Amount
	$
Total Special	$

5. Other (list each major type separately)

This section must be completed on every application.

	Amount
	$
Total Other	$

B. Indirect costs

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Rate _____% Base $_____ Amount $_____

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A. Contributions

1. Cash (do not include direct donations to the Arts Endowment

	Amount
	$

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment

	Amount
	$
Total Grants	$

C. Revenues

	Amount
	$
Total Revenues	$
Total Contributions, Grants, and Revenues	$

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Telephone AC _____

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Signature _____ Date signed _____ (month / day / year)

Name (typed) _____ Title _____

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Signature _____ Date signed _____ (month / day / year)

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Telephone AC _____

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4. Have you provided required detail under Other Support section?
5. Has the application been signed and dated in appropriate places?
6. Have you filed an Assurance of Compliance form?

A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing.

Assurance of Compliance With National Foundation on the Arts and the Humanities

Regulations Under Title VI of the Civil Rights Act of 1964

_____ (hereinafter called the "Applicant") **Hereby Agrees That** it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and all requirements imposed by or pursuant to the Regulations of the National Foundation on the Arts and the Humanities (45 C.F.R. Part 1110) issued pursuant to that Title, to the end that, in accordance with Title VI of that Act and the regulations, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Foundation; and **Hereby Gives Assurance That** it will immediately take any measures to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Foundation, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Foundation.

This Assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Foundation, including installment payments after such date on account of applications for Federal financial which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signature appears below is authorized to sign this assurance on behalf of the Applicant.

_____ _____

(Applicant) Applicant's mailing address

_____

_____

_____

By (President, Chairman of the Board, or comparable authorized official)

Dated

Assurance Explanation

Background. Section 601 et seq. of the Civil Rights Act of 1964 (42 U.S.C. 2000d, 78 Stat. 241) provides that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance, and requires that each government agency which is empowered to extend such financial assistance shall issue rules and regulations effectuating Title VI (Sections 601-605) of the Act with respect to such programs or activities administered by the agency. Subject to certain exceptions regarding admission policies and certain religious and military institutions, Title IX of the Education Amendment of 1972 (20 U.S.C. 1681 et seq., 86 Stat. 235) prohibits the exclusion of persons on the basis of sex from any education program or activity receiving Federal financial assistance.

NFAH Regulation. Section 1110.4 of the NFAH Regulations (45 C.F.R. Part 1110) requires, as a condition to the approval of a grant, that the Applicant execute the Assurance of Compliance Form, whether or not a comparable form has been filed with another agency.

Assurance of Compliance. The Applicant referred to in the Form is the organization itself, whose Chief Executive Officer or comparable official should sign the Assurance. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with the other material which is to be returned to the Foundation. Once a properly executed Assurance Form has been filed with NFAH, it will serve as the assurance for all future applications to NFAH, and for this reason the Applicant should verify the accuracy of the assurance from time-to-time.

Crafts Supplementary Information Sheet

Please complete and return this sheet with your application if you are a craftsman or you are applying for a project which involves crafts. (Please type or print clearly.)

Category for which you are applying:

Craftsmen's Fellowship	_____ (JA)	Arts Critics' Fellowship	_____ (JE)
Crafts Workshop	_____ (JB)	Artists, Critics, Photographers	
Craftsmen Apprenticeship	_____ (JC)	and Craftsmen in Residence	_____ (JF)
Crafts Exhibition Aid	_____ (JD)	Services to the Field	_____ (JG)

For Individual Craftsmen only:

Name _____
Last First Middle

Address _____

_____
City State Zip Code

Age _____

My craft is: Utilitarian Non-utilitarian

Media: Clay Plastic Leather Glass Fiber Metal Wood Other
(check only one)

For Organizations only:

Name of Organization _____

Name of Authorizing Official _____
Last First Middle

Address _____

_____
City State Zip Code

Type of Organization:

School	_____ (J5)	Craft Association	_____ (J7)
Museum	_____ (J6)	Crafts Gallery	_____ (J8)
Art Center	_____ (J6)	Other	_____ (J4) (specify)_____

For Endowment Use Only

FY 77 Code: J4 J5 J6 J7 J8

These three cards to be returned with application.

The applicant should address the reverse side of this card to himself and identify on the line below the project to which the card refers.

This is to acknowledge receipt of your application to the National Endowment for the Arts which has been referred to the appropriate official on the Endowment staff.

In all future inquiries please refer to your application number which is:

Application Number — NEA use only Date

Application Number — NEA use only Date

The applicant should complete both sides of this card and the one below.

Visual Arts Program

Name
Last First Middle

*Address

City State Zip Code

Age Media

Visual Arts Program

Name
Last First Middle

*Address

City State Zip Code

Age Media

*Notification will be sent to this address

National Endowment
for the Arts
Washington, D.C. 20506

Official Business

Postage and Fees Paid
National Foundation on
The Arts and
The Humanities

Check one only:
___Art Critics' Fellowships
___Craftsmen's Fellowships
___Artists' Fellowships
___Printmakers' Fellowships
___Photographers' Fellowships
___Artists, Critics, Photographers and Craftsmen in Residence
___Workshops/Alternative Spaces
___Crafts Workshops
___Craftsmen Apprenticeship
___Crafts Exhibition Aid
___Photography Exhibition Aid
___Photography Publications
___Photography Surveys
___Visual Arts in the Performing Arts
___Works of Art in Public Places
___Services to the Field

Check one only:
___Art Critics' Fellowships
___Craftsmen's Fellowships
___Artists' Fellowships
___Printmakers' Fellowships
___Photographers' Fellowships
___Artists, Critics, Photographers and Craftsmen in Residence
___Workshops/Alternative Spaces
___Crafts Workshops
___Craftsmen Apprenticeship
___Crafts Exhibition Aid
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___Photography Surveys
___Visual Arts in the Performing Arts
___Works of Art in Public Places
___Services to the Field

National Endowment
for the Arts
Washington, D.C. 20506
Mail Stop 501
Official Business

Postage and Fees Paid
National Foundation on
The Arts and
The Humanities